Nakiiwin Azheyaaksin

Employment Opportunity

Jordan's Principle Service Navigators (3)

Wiikwemkoong Child and Family Services is seeking ***3 qualified individuals*** to fill the positions of Jordan's Principle Service Navigators. Wiikwemkoong Unceded Territory (WUT) Child and Family Services oversees and advocates for child and family matters by following the principals and ethics of Wiikwemkoong's Gchi Naaknigewin, Wiikwemkoong's Children's Bill of Rights and Wiikwemkoong Community Standards. This will ensure the services are culturally appropriate to support the community's children and families in alignment with Anishnaabe values and practices. The Jordan's Principle Service Navigators will report to the Jordan's Principle Program Supervisor.

RESPONSIBILITIES

- Responsible to oversee and monitor the daily management and administration of individual and group claims for members of the Wiikwemkoong Unceded Territory, on and off the First Nation.
- Apply for Jordan's Principle funding on behalf of children and families.
- Coordinate referrals and assessments with appropriate professionals.
- Advocate for timely and appropriate services without jurisdictional delays.
- Empower families to participate in decision-making.
- Communicate with Jordan's Principle representatives about eligibility and service changes.
- Advocate for the needs and rights of children and youth within the community ensuring their voices are heard and their well-being is prioritized.
- Maintain accurate and timely records of all interactions, casenotes, case plans and progress reports.
- Ensure confidentiality and safekeeping of all program documents and records are secured.

REQUIREMENTS

- Bachelor of Social Work Degree and/or Post-Secondary Diploma in Social Services or related field with 2-years direct work experience in child welfare or social services sector.
- Knowledge of Wiikwemkoong Unceded Territory's programs and services.
- Knowledge of Jordan's Principle policies, provincial health services, and the Child and Youth Family Services Act
- Excellent communication and interpersonal skills, with the ability to advocate for children and family's needs.
- Excellent conflict resolution and problem-solving skills.
- Experience working with various office systems and proficient computer skills.
- Ability to understand and speak Anishnaabemowin is a definite asset.

Salary: $83,851 Grade 8, Step 1 Location-On-Site

Posting: January 12, 2026 **Closing Date: Open until filled**

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or certificates and contact information from three work-related references including current Supervisor.

Confidential: Jordan's Principle Service Navigators - Child and Family Services
Box 112 19A Complex Drive
Wiikwemkoong Unceded Indian Reserve
Wiikwemkoong ON P0P 2J0
erc@wiikwemkoong.ca

Please submit copies as there is no return of submissions. Incomplete applications will not be accepted. Only those selected for interview will be contacted.